



Frequently Asked Questions

(We are updating daily so please check back!)

Q. How do I use strike and underscore?

A. For the strike and underscore we ask that you do not use track changes. On the Home Tab in Word, use the font section which allows you to change the effect of the font by either strikethrough or underline style.

Q. How do I obtain a username and password to access the system?

A. The new forms are located out on our website at <https://rules.wyo.gov/>. Click on Quick Links and then Forms. Once located complete the Agency User form and email that back to Rules@wyo.gov.

Q. Is there a training manual?

A. Yes. Agency Users will have access to the training manual through their login credentials. Public users will have access to a help file from the home page to assist them.

Q. Can more than one person within the Agency receive public comment?

A. You can only have one person listed to receive public comment on each packet.

Q. We do not currently link to the SOS website, how do we do that in the future?

A. Please contact us at rules@wyo.gov and we will assist you with linking to our site.

Q. Do we need to Subscribe to GovDelivery to receive email updates?

A. Yes and No. If you are an Agency User or Liaisons you are being notified as your rules move through the process via e-mail. If you are an interested party to a subject you will need to sign up to receive notification that rules are being promulgated.

Q. Where will the new forms be located?

A. The new forms are located out on our website at <https://rules.wyo.gov/>. Click on Quick Links and then Forms.

Q. Can the public comment be longer than 45 days?

A. Absolutely, it is strongly suggested that you allow more than the 45 day comment period to ensure that all interested parties are being notified timely.

Q. How will we know if a chapter has been repealed?

A. Repealed chapters will show up under <https://rules.wyo.gov/>. Click on Quick Links and then Administrative Code. If a chapter has been repealed it will show here as placeholder as Chapter Numbers cannot be reused. Otherwise you can search for repealed chapters by utilizing the Advanced Search Functionality.

Q. I need to change the program/chapter name due to logical outgrowth, at what point during rulemaking should I do that?

A. If you are amending the program/chapter name due to logical outgrowth, leave the program/chapter as it is and in parenthesis behind the current chapter name you can place the new chapter name. In your Statement of Reasons please indicate that you intend to change the name of the Program/Chapter. Once your rules are ready to be submitted for final review then change your program/chapter name and proceed.

Q. How will chapter 0's be implemented in the new system?

A. If you have a Chapter 0 currently with Appendices within, we ask that in the new system you either give it an actual chapter number or place it within the chapter that it resides.

Q. What is the difference between a user and liaison?

A. Agency Users have access to the Wyoming Administrative Rules System and will be uploading documents into the system. Agency Liaisons do not have access to the system and are considered to be the subject matter experts and more likely than not the individuals who will be receiving public comment.